



Billing Code 3410-9R

DEPARTMENT OF AGRICULTURE

Submission for OMB Review; Comment Request

March 15, 2018.

The Department of Agriculture has submitted the following information collection requirement(s) to OMB for review and clearance under the Paperwork Reduction Act of 1995, Public Law 104-13. Comments are requested regarding (1) whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility; (2) the accuracy of the agency's estimate of burden including the validity of the methodology and assumptions used; (3) ways to enhance the quality, utility and clarity of the information to be collected; and (4) ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Comments regarding this information collection received by [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER] will be considered.

Written comments should be addressed to: Desk Officer for Agriculture, Office of Information and Regulatory Affairs, Office of Management and Budget (OMB), New Executive Office Building, 725 – 17th Street, N.W., Washington, D.C. 20502. Commenters are encouraged to submit their comments to OMB via email to: OIRA_Submission@OMB.EOP.GOV or fax (202) 395-5806 and to Departmental Clearance Office, USDA, OCIO, Mail Stop 7602, Washington, D.C. 20250-7602. Copies of the submission(s) may be obtained by calling (202) 720-8958.

An agency may not conduct or sponsor a collection of information unless the collection

of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Office of the Assistant Secretary for Civil Rights

TITLE: Equal Employment Opportunity Formal Complaint Form

OMB CONTROL NUMBER: 0508-New

SUMMARY OF COLLECTION: Under 29 C.F.R. 1614.104, “A complaint must be filed with the agency that allegedly discriminated against the complainant.” The collection of this information is the avenue by which the individual or his representative may file such a complaint.

Additionally, the requested information is necessary in order for the USDA Office of the Assistant Secretary for Civil Rights (OASCR) to address the alleged discriminatory action(s).

NEED AND USE OF THE INFORMATION: The requested information, which can be submitted by filling out the Equal Employment Opportunity (EEO) Formal Complaint Form or by submitting a letter, is necessary in order for the USDA OASCR to address the alleged discriminatory action. The employee, contractor, or applicant in the hiring process (respondent) is asked to provide his/her name, mailing address, property address, telephone number, email address, and the name and contact information for the representative. A brief description of who was involved in the alleged discriminatory action, what occurred, and when the event occurred, is requested. Formal complaints must be filed within 15 calendar days of the date the Notice of Right to File a Complaint is received. If information regarding the alleged discrimination is not collected from the individual who believes he/she has experienced discrimination, it would not be possible for the USDA to address and rectify the alleged discrimination.

DESCRIPTION OF RESPONDENTS: Individuals or households

NUMBER OF RESPONDENTS: 46

FREQUENCY OF RESPONSES: Reporting: Annually

TOTAL BURDEN HOURS: 15

Ruth Brown,
Departmental Information Collection Clearance Officer.

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